

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	City Marshal		
<b>Job Code:</b>	AD1171	<b>Job Family:</b>	Assistant Department Directors
<b>Pay Grade</b>	305	<b>Date Reviewed:</b>	07/06/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises and coordinates the serving of warrants and subpoenas issued by the City of Fort Worth Municipal Court. Coordinates the Bailiff and building security services for various locations; oversees the coordination of the transfer of arrested persons from outside agencies; and coordinates the citywide Sentinel security contract.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Interacts with other City departments in regard to emergency security issues. Plans and coordinates physical security projects; and administers citywide security system.
3. Participates in the development and implementation of goals, objectives, policies and priorities; and recommends and implement resulting policies and procedures.
4. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
6. Researches and responds to requests for data and information from the Municipal Court administrative division and other entities.
7. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approve expenditures; and recommends adjustments as necessary.

8. Provides staff assistance to the Municipal Court Services Director; participates on a variety of committees; and prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Coordinates City marshaling activities with those of other divisions and outside agencies and organizations.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of a city marshal program.
  - Modern and complex principles and practices of serving warrants and other court documents.
  - Methods and techniques used to enforce applicable City, State and Federal laws, codes and ordinances.
  - Current access control, physical security and video surveillance.
  - City's organizational and operational structure.
  - Court operations, criminal justice systems and criminal law.
  - Multiple record management systems.
  - City's human resources, purchasing and budgeting processes.
  - Methods and techniques used to arrest persons suspected of criminal activity.
  - Principles and practices of research and investigation.
  - Current law enforcement and court security practices.
  - Scheduling and approval process for procurement and travel.
  - Reporting requirements for multiple regulatory entities.
  - Operational characteristics and safe usage of firearms.
  - Principles of municipal budget preparation and control.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Principles of business letter writing and basic report preparation.
- **Skill in:**
  - Interpersonal relations.
  - Organization and time management.
  - Prioritization.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.

- Recommend and implement goals and objectives for providing effective city marshal services.
- Oversee the work of staff responsible for enforcing City, State and Federal ordinances.
- Provide a variety of security and escort services.
- Identify and mitigate potential risk and vulnerability.
- Oversee the arrest of persons suspected of criminal activity.
- Coordinate various investigation and research duties.
- Coordinate lake patrol activities.
- Identify and access alternative methods of funding training.
- Analyze reports and pertinent data to develop comprehensive responses to emerging challenges.
- Interpret and explain City law enforcement policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Public Administration or a related field and seven years of experience in a law enforcement related field, or security of governmental buildings/structures, or active duty military police experience, including three years of administrative and/or lead supervisory responsibilities.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Valid Master Certificate from the Texas Commission on Law Enforcement Officer's Standards and Education within six (6) months of hire.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.